Build IT Skills via LOC Learn, Part 4, Microsoft Office: Word 2016

Build Core Competencies via LOC Learn continues with development tools that map virtual learning resources to the Library's core competencies. This week's topic is **IT Skills: Microsoft Office, Word 2016**. We encourage you to share these learning opportunities with your employees:

Online Learning Resource	Resource Type, Duration	Speaker/ Author	What you will learn:
Maintaining, Protecting, and Reviewing Documents in Word 2016	Course, 53 minutes	N/A	In this course, you'll learn how to use comments, check document revisions, track document changes, and combine or compare revisions in different document versions. You'll also learn how to protect a document from specific types of changes, manage draft versions, and alter document properties.
Designing and Formatting Illustrations in Word 2016	Course, 56 minutes	N/A	Enhance Word 2016 documents with decorative, professional looking illustrations using the Format and Design ribbons dedicated to Shapes, Pictures, Charts, Textboxes, WordArt and SmartArt.
Using Illustrations, Styles, and Themes in Word 2016	Course, 1 hour	N/A	In this course, you'll learn how to insert and work with different types of graphic and text content, how to use special paste options, and how to apply styles, themes, and backgrounds to Word 2016 documents.
Advanced Table Customizations in Word 2016	Course, 44 minutes	N/A	In this course, you'll learn how to modify a table and perform both basic and advanced sort operations, manage a table that spans multiple pages of a document, use formulas in a table, convert text to a table and vice versa, and position tables within other page elements in Word 2016.
Sharing and Collaborating on Documents in Word	Course, 1hr and 2 minutes	N/A	In this course, you'll learn many different ways of sharing Word 2016 documents. You'll also learn how to create and use macros and reusable pieces of content called Quick Parts, about the internal search facility in Word 2016, and about downloading useful apps from the Microsoft Store Online.
Referencing, Proofing, Mail Merges, and Forms in Word 2016	Course, 1hr and 10 minutes	N/A	In this course, you'll learn how to add references such as hyperlinks, citations, a table of contents, and a bibliography to a document. You'll also learn how to perform a mail merge, and how to construct a basic form and add controls to it.